

CAREER OPPORTUNITY BULLETIN



Date: June 13, 2006

Bulletin #620

This Career Opportunity Bulletin may also be viewed on our website at
www.parks.ca.gov

The Mission of the California Department of Parks and Recreation is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

HOW TO APPLY

For each separate position, please forward a standard state application Std Form 678. Indicate the position and location of the job for which you are applying. Send your application to:

Department of Parks and Recreation

P.O. Box 942896

Sacramento, CA 94296-0001

Attention: Personnel Services Division/Certification Unit

All applications must be postmarked by the final filing date

FINAL FILING DATE FOR JOBS POSTED IN THIS BULLETIN: June 23, 2006

California Relay Service
TDD 1-800-735-2929

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

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- **MAINTENANCE MECHANIC – DIABLO VISTA DISTRICT/BAY SECTOR**
- **MANAGEMENT SERVICES TECHNICIAN – ACQUISITION AND DEVELOPMENT DIVISION/ACCESSIBILITY SECTION/SACRAMENTO**
- **OFFICE ASSISTANT (TYPING) (PERMANENT INTERMITTENT) – ACQUISITION AND DEVELOPMENT DIVISION/ACCESSIBILITY SECTION/SACRAMENTO**
- **PARK LANDSCAPE MAINTENANCE TECHNICIAN – CAPITAL DISTRICT/HISTORIC SITES SECTOR/SACRAMENTO**
- **PARK MAINTENANCE ASSISTANT – NORTHERN SERVICE CENTER/ACQUISITION AND DEVELOPMENT DIVISION/ACCESSIBILITY SECTION/SACRAMENTO (TWO POSITIONS)**
- **PARK MAINTENANCE WORKER I – NORTHERN SERVICE CENTER/ACQUISITION AND DEVELOPMENT DIVISION/ACCESSIBILITY SECTION/SACRAMENTO (TWO POSITIONS)**
- **PARK MAINTENANCE WORKER I – ANGELES DISTRICT/SANTA MONICA MOUNTAINS SECTOR/WILL ROGERS STATE HISTORIC PARK**

WHO MAY APPLY

This Career Opportunity Bulletin is for **State employees and/or candidates with current civil service list eligibility and who meet this eligibility by the established final filing date.** Anyone eligible for a transfer, change in class, list appointment, training and development assignment, or reinstatement may be considered according to guidelines outlined in DAM 210.311-314

Only the most qualified candidates will be selected for an interview

And all appointments are subject to SROA provisions.

(For those classes in Units 10,14,15, and 21, this bulletin does not constitute the transfer process contained in the agreements with the State.)

UNIT 7 (CAUSE): Positions for voluntary geographic transfers will be filled in accordance

With Article 16, section 16.9 of the Unit 7 collective bargaining agreement.

Unit 12 (International Union of Operating Engineers – IUOE)

Positions for voluntary geographic transfers will be filled in accordance with Article 17, sections 17.1-17.7 of the unit 12 collective bargaining agreement.

Unit 13 (International Union of Operating Engineers – IUOE)

Positions for voluntary geographic transfers will be filled in accordance with Article 14.1

Of the unit 13 collective bargaining agreement.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

MAINTENANCE MECHANIC (\$3584-\$3931) – DIABLO VISTA DISTRICT/BAY SECTOR

The reporting location for this position is Mt. Diablo State Park Maintenance Shop. The incumbent will be responsible for the maintenance, service, and operation of the parks water systems, as well as maintenance of park facilities including structures with historic significance. **A California Department of Health Services Grade I Water Treatment Certificate, Grade I Water Distribution Certificate, and A Class A Driver's License are required for this position. This position is subject to the Federal Drug and Alcohol Testing Program.** The incumbent's work schedule will be Monday through Friday from 7:30 a.m. to 4:00 p.m. **State housing is not available.** For further information regarding this position, please contact Wendy Martin at (925) 673-2894.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

MANAGEMENT SERVICES TECHNICIAN (\$2331-\$3201) – ACQUISITION AND DEVELOPMENT DIVISION/ACCESSIBILITY SECTION/SACRAMENTO

The reporting location for this position is at One Capital Mall, located in Sacramento. This position will work under the direction of the Accessibility Program Manager. The Accessibility Program is responsible to insure compliance with Department's facilities with the Americans with Disabilities Act. Duties will include maintaining the program data base, inputting data and creating various reports, researching accessible facility information for Program staff, preparing reports and correspondence, including responses to complaints, and responding to public inquiries and field staff questions on accessibility issues. The incumbent will provide accessibility reference materials and information to field and headquarters staff, and will maintain the Access to Parks Guidelines, including preparing chapter revisions and updates. Responsibilities will also include maintaining program records of costs, and coordinating program purchasing, materials updates and equipment and staff training. The incumbent will provide support and back-up materials upon which semi-annual reports will be based. Desirable qualifications will include good interpersonal and communication skills, the ability to multi-task, to apply effective organizational and time management skills and the ability to work as part of a team. Dependable attendance and punctuality are essential. **State housing is not available.** For further information, please contact Christina Aceituno at (916) 445-4144 or caceituno@parks.ca.gov.

OFFICE ASSISTANT (TYPING) (PERMANENT INTERMITTENT) (\$11.56 - \$15.24/HOUR) – ACQUISITION AND DEVELOPMENT DIVISION/ACCESSIBILITY SECTION/SACRAMENTO

The reporting location for this position is at One Capital Mall, located in Sacramento. This position will work under the direction of the Accessibility Program Manager. Duties will include typing correspondence and reports, inputting data into the program database, and assisting professional staff in tracking accessibility construction projects. The incumbent will also assist in compiling training materials, maintaining inventory of section supplies and equipment, answer and direct phone calls, and distribute mail. Desirable qualifications will include the ability to multi-task, to apply effective organizational and time management skills, the ability to work as part of a team, and good interpersonal and communication skills. Dependable attendance and punctuality are essential. **State housing is not available.** For further information regarding this position, please contact Christina Aceituno at (916) 445-4144 or caceituno@parks.ca.gov.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

**PARK LANDSCAPE MAINTENANCE TECHNICIAN (\$2791 - \$3345) – CAPITAL DISTRICT/
HISTORIC SITES SECTOR/SACRAMENTO**

The reporting location for this position is the California State Railroad Museum, located in Sacramento. The incumbent will perform a wide variety of duties including, but not limited to: maintaining the grounds of the various units in the Capital District; lead person responsibilities for various groundskeeping staff; maintenance of the irrigation systems; storage of equipment, fertilizers and chemicals; picking up trash; vehicle maintenance; ordering and purchasing supplies, and maintaining and operating equipment safely and effectively. **A Qualified Applicators Certificate is required** and a differential will be paid. The incumbent's work schedule will be Monday through Friday from 7:00 a.m. to 3:30 p.m. **State housing is not available.** For further information regarding this position, please contact Kenney Glaspie at (916) 324-4599.

**PARK MAINTENANCE ASSISTANT (\$2511 - \$2737) – NORTHERN SERVICE CENTER/
ACQUISITION AND DEVELOPMENT DIVISION/ACCESSIBILITY SECTION/SACRAMENTO
(TWO POSITIONS)**

The reporting location for these positions is the Department of Parks and Recreation Warehouse, located in West Sacramento. The incumbents will travel throughout the Northern part of the State to complete construction projects and remove accessibility barriers in various State Park units. The incumbents will assist in performing a variety of maintenance tasks and become familiar with Accessibility requirements. The incumbent's work schedules will be Monday through Thursday from 6:00 a.m. to 5:00 p.m. **Possession of a valid California Driver's License is required. State housing is not available.** For further information regarding these positions, please contact Mike Springer at (916) 445-8960.

**PARK MAINTENANCE WORKER I (\$2737 - \$3268) – NORTHERN SERVICE CENTER/
ACQUISITION AND DEVELOPMENT DIVISION/ACCESSIBILITY SECTION/SACRAMENTO
(TWO POSITIONS)**

The reporting location for these positions is the Department of Parks and Recreation Warehouse, located in West Sacramento. The incumbents will travel throughout the Northern part of the State to complete construction projects and remove accessibility barriers in various State Park units. Typical projects may include placement of concrete, minor plumbing and other skilled and semiskilled activities. The incumbent's work schedules will be Monday through Thursday from 6:00 a.m. to 5:00 p.m. **Possession of a valid California Driver's License is required. State housing is not available.** For further information regarding these positions, please contact Mike Springer at (916) 445-8960.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific

PARK MAINTENANCE WORKER I (\$2737 - \$3268) – ANGELES DISTRICT/SANTA MONICA MOUNTAINS SECTOR/WILL ROGERS STATE HISTORIC PARK

The reporting location for this position is Will Rogers State Park. The incumbent will have the opportunity to work independently and with a team on historic structures, projects related to Major Capital Outlay, trails, and facility maintenance. Leadership and organizational skills, as well as developed skills in carpentry, plumbing, electrical, purchasing, and project planning are highly desirable. Knowledge and ability to work with CAMP (Maximo) is desirable. The incumbent's work schedule will be Sunday through Thursday from 7:00 a.m. to 3:30 p.m. **State housing is not available.** For further information regarding this position, please contact Bill Verdery at (310) 454-8212 ext. 105 or bverdery@parks.ca.gov.

******* EXAMINATIONS *******

The Department of Parks and Recreation has scheduled the following examinations.
Standard State applications (STD. 678) may be sent to:

Department of Parks and Recreation
Personnel Office
ATTENTION: EXAM UNIT
P.O. Box 942896
Sacramento, CA 94296-0001

<u>CLASS</u>	<u>FINAL FILING DATE</u>	<u>EXAM BASE</u>
Accounting Technician	Continuous	Promotional/Spot Sacramento
CEA, Chief Planning Division	June 19, 2006	Open
Communications Operator	Continuous	Open
State Park Cadet (Lifeguard)	Continuous	Open
State Park Ranger Cadet	Continuous	Open
Water and Sewage Plant Supervisor	Continuous	Open